



APPLICATION SUBMITTAL CHECKLIST

Project Name: _____

Site Address: _____

Submitted By: _____ Date: _____

SUBMITTAL INTAKE PROCESS

Prior to a DAP submission, applicants must complete and send the following checklist with a digital copy of the submission to the DAP Executive Secretary at dap@howardcountymd.gov. Staff will complete intake review and notify the applicant of any additional information needed for a complete submission. **Incomplete submissions will not be scheduled for a DAP meeting date.** Once a complete submission is confirmed, the applicant will schedule an intake appointment with the staff reviewer. At that appointment, staff will schedule the DAP meeting date and provide the noticing material. Appointments can be scheduled during regular business hours, Monday – Friday, 8:30 am to 4:30 pm. The DAP's meeting calendar can be found at: www.howardcountymd.gov/DAP

REQUIRED SUBMITTALS FOR ALL APPLICATIONS

- ☐ Submit 8 sets of documents at 11 inches by 17 inches (to-scale) in size for panelists. Include a narrative providing a description of the project.
- ☐ Submit 1 digital copy of presentation documents. Any new information presented at the DAP meeting that differs from original application materials (such as a revised site plan) must be submitted as part of the presentation documents following the meeting. The submitted documents must show the scale of drawings and must include the North arrow.
- ☐ Building plans, building elevations and building perspectives must be prepared by the licensed Architect who will appear before the DAP to present the project for DAP review.
 - ✓ Three-dimensional massing models, illustrations, sketches and concept drawings are strongly encouraged to explain the proposal.
 - ✓ Photographs, aerials/pictometry and other materials that indicate context are highly encouraged.
- ☐ At a minimum, materials locating existing structures on all adjacent properties and major landmarks in the vicinity should be included for discussion.
- ☐ Materials that permit a discussion of the proposed design in relationship to the existing site conditions and any change to topography are essential for the Panel's consideration.

SUBSEQUENT SUBMITTAL REVIEW FOR ALL APPLICATIONS

- Per Sec. 16.1505.(c) of the Howard County Code, the Panel may require the applicant to provide up to one subsequent submittal for review and advice. Subsequent review shall be completed and a recommendation shall be made within 30 days of the Panel's receipt of the subsequent submittal.

REQUIRED SUBMITTALS BY APPLICATION TYPE

Applicants and architects are expected to submit written, graphic and photographic materials to inform the discussion on the following issues regarding their proposal, including the following required materials:

For Subdivision applications (sketch plan, preliminary plan, final plan if initial submittal)

- ☐ Project goals and design philosophy including LEED or other green building design elements
- ☐ Conceptual site plan in color with North arrow
- ☐ Conceptual site section with topography line
- ☐ Aerial color photograph, such as a Google image, with the project site plan inserted in order to give the context of the site
- ☐ Conceptual elevations, or elevation studies, in color
- ☐ Massing diagram or axonometric drawing
- ☐ Frontage sidewalk and streetscape elements, if applicable
- ☐ Right-of-way, median, travel lane and bike lane configuration

For Site Development Plan applications

- ☐ Project goals and design philosophy including LEED or other green building design elements
- ☐ Project integration with the existing context and County requirements
- ☐ Building elevations in color
- ☐ Site plan in color with North arrow
- ☐ Site section(s) with topography line
- ☐ Image or photo boards for lighting, landscaping, walls, fences and screening for loading areas, service uses, dumpsters and utilities
- ☐ Preservation and integration of existing trees and natural features
- ☐ Sidewalk and streetscape improvements, if applicable
- ☐ Image or photo boards for locations, orientation, designs, colors and materials for sign package
- ☐ Massing diagram or axonometric drawing
- ☐ Perspectives are encouraged but not required

Additional Requirements for Downtown Columbia Site Development Plan applications only

- ☐ Storefront material plan sheet including images and specifications for facades, windows, doors, awnings and/or canopies
- ☐ Narrative describing how selected storefront materials conform to applicable Neighborhood Design Guidelines
- ☐ Sample materials must be brought to the DAP meeting

For Conditional Use applications

- ☐ Project narrative listing goals and design philosophy, including sustainability
- ☐ Project integration with the existing context and County requirements
- ☐ Building elevations in color
- ☐ Conditional Use Plan including all items in accordance with the checklist in the Conditional Use Petition to the Howard County Hearing Authority
- ☐ Site section with topography line
- ☐ Image or photo boards for lighting, landscaping, walls, fences and screening for loading areas, service uses, dumpsters and utilities
- ☐ Preservation and integration of existing trees and natural features
- ☐ Route 1 Manual sidewalk and streetscape elements, if applicable
- ☐ Image or photo boards for locations, orientation, designs, colors and materials for sign package
- ☐ Massing diagram or axonometric drawing

- ☐ Perspectives are encouraged but not required
- ☐ Design that addresses the criteria for age-restricted adult housing per Section 131.N.1, Zoning Regulations, with a focus on the following:

Site Design [excerpted from Section 131.N.1(4), Zoning Regulations]

The landscape character of the site must blend with adjacent residential properties.

To achieve this:

- (a) Grading and landscaping shall retain and enhance elements that allow the site to blend with the existing neighborhood.
- (b) The project shall be compatible with residential development in the vicinity by providing either:
 - (i) An architectural transition, with buildings near the perimeter that are similar in scale, materials and architectural details to neighboring dwellings as demonstrated by architectural elevations or renderings submitted with the petition; or
 - (ii) Additional buffering along the perimeter of the site, through retention of existing forest or landscaping, enhanced landscaping, berms or increased setbacks.

- ☐ Compliance with bulk Requirements, Section 131.N.1, Zoning Regs.
- ☐ Design of community buildings and/or interior community space
- ☐ Loading and trash storage areas adequately screened from view
- ☐ Open space areas, recreational facilities and accessory facilities
- ☐ Amenities such as pathways, seating areas and recreational areas
- ☐ Protection of natural features (including existing trees and landscape)
- ☐ Universal design features appropriate for age-restricted adult housing

Proposed Design Guidelines

- ☐ Draft guidelines in a standard-size and format that may be easily reproduced
- ☐ Any applicable Council Bills and their attachments containing related standards
- ☐ Required submittals as outlined in the applicable Council Bills and attachments
- ☐ Any previously adopted design guidelines that relate to the subject parcel(s)

Other applications pursuant to the requirements of the Zoning Code

- ☐ Summary written materials to explain the project including its relation to the Zoning Code
- ☐ All requirements in the above sub-sections (Section 106.E.1 through E.4, DAP Rules of Procedure) for applicable type of review(s) required (e.g., sketch plan, site development plan, conditional use, etc.)
- ☐ For CEF-related applications, submittals shall include all materials submitted at the initial meeting before the County's Zoning Board as part of the submittal to the DAP.
- ☐ For Optional Design Project in CR districts, applications shall include select requirements in Section 121.H.3.a. per below, which comprise sub-sections (4) through (14) only:
 - (4) Buildings
 - (5) Structures
 - (6) Parking areas and number of parking spaces
 - (7) Points and widths of vehicular ingress and egress
 - (8) On-site pedestrian-related features and connections to off-site pedestrian-related features
 - (9) Landscaping
 - (10) Hardscaping
 - (11) Retained natural features such as wetlands, steep slopes, and tree and forest color
 - (12) Architectural elevations of all sides of all buildings and significant structures with exterior materials specified
 - (13) Exterior lighting plan with lighting structures and light sources given on specific lighting product information sheets
 - (14) Information on the adjoining properties, including the owner name, zoning, existing use, and existing site improvements.
- ☐ For conversion of nonconforming uses to permitted uses in the CLI overlay district, applications shall include a summary of the criteria required in Section 127.3.D.